

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Adjudication and Hearings**



## **Payments**

A Respondent must pay all fines, penalties and costs required by a final order within fifteen (15) calendar days of service of the final order or within twenty (20) calendar days of service if served by mail. If a Respondent fails to make payment within that time, action may be initiated to suspend Respondent's permit(s) and/or license(s) and to seal a Respondent's place of business or work site. Pursuant to D.C. Code § 6-2713, as amended, after twenty (20) days the amount owed under a final order accrues interest at 1½% month (18% per annum).

Unless a Respondent has requested and been granted a stay of the final order, or has requested and been granted leave to make payments other than by lump sum, timely payment in full must be made.

Upon a showing of good cause, a Respondent may request that OAH establish an installment payment plan. This is only available for payments exceeding \$50.00. Such requests must be received by OAH within 15 days of service of the final order requiring payment (20 days if served by mail) and must be approved by the presiding Administrative Law Judge. If you request an installment plan, the judge will rule on your request and you will be informed by mail of his/her decision. You will be required to produce documentation demonstrating good cause. Payment plans are not permitted to exceed six (6) months.

Failure to make a timely payment may subject the Respondent to suspension of the Respondent's license or permit and the sealing/closure of its business or work site. Furthermore, a Respondent's unpaid fines, penalties and fees may be referred to collection or to the Corporation Counsel for initiation of a collection action resulting in the garnishment of wages, attachment of property, and liens and foreclosure against the Respondent's property. In addition, under the provisions of the Clean Hands Act of 1996, a person owing the District of Columbia more than \$100.00 will be denied licenses, permits, and/or renewals of any license or permit.

Mail payments by check or money orders payable to the "D.C. Treasurer" Payments in cash must be made in person. All payments should be delivered or mailed as follows:

***By Mail (Checks and Money Orders Only):***

**Office of Adjudication and Hearings  
Attn: Docket Clerk  
825 North Capitol Street, N.E. – Suite 4150  
Washington, DC 20002-4210**

***In Person (Cash, Checks & Money Orders):***

**OAH Docket Clerk  
825 North Capitol Street, N.E. – Lobby  
Office of Vital Records, Window #4  
Union Station Metro (Red Line)**

**Please write your NOI or case number on your payment to ensure prompt credit for your payment.**

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**825 North Capitol Street, N.E., Suite 4150, Washington, D.C. 20002 (202) 442-9094**